

# CEA



---

## CAREER EXECUTIVE ASSIGNMENT

---

### SERVICEWIDE PROMOTIONAL EXAMINATION

**DEPARTMENT:** FIRST 5 CALIFORNIA CHILDREN AND FAMILIES COMMISSION

**POSITION TITLE:** CHIEF DEPUTY DIRECTOR  
CEA LEVEL 3

**SALARY:** \$ 8030 – \$ 8854

**FINAL FILING DATE:** APRIL 3, 2006  
Applications, resumes and Statements of Qualifications  
must be postmarked by the final filing date.  
(Faxed applications will not be accepted.)

#### **POSITION DESCRIPTION**

The CEA is responsible for managing, recruiting, and supervising the Commission office(s) and staff. The incumbent will also direct the ongoing operations and functions necessary to the support of the Commission, including meeting the mandates of the First 5 California Children and Families Commission responsibilities.

As a member of the Commission Executive Staff, the CEA is directly involved in all management functions such as program planning; policy formulation to achieve the mission of the State Commission; organization coordination and control; and fiscal and personnel management. This position would also play a significant role in the formulation of policy for the operation of the Commission's programs.

#### **FILING REQUIREMENTS**

Applicants must first meet the following filing requirements:

##### **Either I**

Must be a civil service employee with permanent civil service status.

##### **Or II**

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

### **FILING REQUIREMENTS CONTINUED**

#### **Or III**

Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

### **IN ADDITION, APPLICANTS MUST MEET THE FOLLOWING MINIMUM QUALIFICATIONS**

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- a. Knowledge of the organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; the manager's role in labor relations; the manager's responsibility for promoting equal opportunity in hiring and employee development and promotion and for maintaining a work environment which is free of discrimination and harassment.
- b. Ability to plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top-level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive branches; analyze complex problems and recommend an effective course of action; prepare and review reports; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

The above knowledge and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation and/or evaluation of program policies. (Experience may have been paid or volunteer, in State service, other government settings or in a private organization.)

### **EXAMINATION INFORMATION**

The examination process will consist of an application, resume, and Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate your education and experience as it relates to the "Desirable Qualifications" listed below, and may also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. **The Statement of Qualifications may be the only basis for your final score and rank on the eligible list.**

Interviews may be conducted as part of the examination process. (Hiring interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection.)

All applicants will be notified of the results. The results of this examination may be used to fill subsequent vacancies in this position within the next twelve months. To obtain list eligibility, a passing score of 70% must be obtained.

### **DESIRABLE QUALIFICATIONS**

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

- Experience developing and managing a strategic plan and project management as it relates to administrative programs.
- Experience in public administration, personnel management, budgeting and accounting, leadership and supervision which demonstrates the ability to motivate and manage staff.
- Experience at the managerial level in developing and reviewing complex statutory directives that impact an entire program area and/or have statewide impact where there is a considerable amount of public interest.
- Experience at the managerial level preparing and disseminating information to the news media and other public groups for the purpose of educating and informing the public of the activities and objectives of a statewide organization and/or program.
- Experience at the managerial level presenting information and responding to inquiries from the Legislature and Executive Branch.

### **FILING INSTRUCTIONS**

Please submit the following:

- A standard State Application (Form 678) and a resume that clearly addresses your experience and job titles, names and addresses of employers, periods of employment, and education relevant to the Minimum Qualifications listed above.
- A Statement of Qualifications that describes your experience, knowledge and abilities as they relate to each "Desirable Qualification" factor listed under the "Desirable Qualifications" section of this bulletin. **You must provide specific examples for each Desirable Qualification factor.** The Statement of Qualifications should not exceed three pages in length with a font no smaller than 10 pitch.
- **Applications submitted without a Statement of Qualifications will be rejected from this examination.**
- **Statement of Qualifications submitted without specific examples for each Desirable Qualification factor may be given a disqualifying score.**
- **Resumes do not take the place of the Statement of Qualifications.**

All interested applicants should submit their Application, resume and Statement of Qualifications to:

DEPARTMENT OF GENERAL SERVICES  
OFFICE OF HUMAN RESOURCES, TESTING UNIT  
ATTENTION: LINDA McGUIRE  
EXAMINATION: CEA 3, CHIEF DEPUTY DIRECTOR, FIRST 5 CALIFORNIA CHILDREN AND  
FAMILIES COMMISSION  
MAILING ADDRESS: P.O. BOX 989052  
WEST SACRAMENTO, CA 95798-9052

STREET ADDRESS: 707 THIRD STREET, 7<sup>TH</sup> FLOOR  
WEST SACRAMENTO, CA 95605  
(916) 376-5400  
TDD 1-800-735-2929 ☎ Voice 1-800-735-2922

**PLEASE INDICATE ON YOUR APPLICATION THE COMPLETE EXAMINATION TITLE**

**APPLICATIONS MUST BE POSTMARKED BY THE FINAL FILING DATE.**

**Release Date: MARCH 10, 2006**